



# Using SSD Online

## A How-to Guide for the Spring 2021 Connecticut SAT School Day

*You may not hear audio at this time.*



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# Session Overview

This session will provide:

- An overview of the refreshed SSD Online system
- Steps for completing key activities in SSD Online
- Q&A
  - To ask questions, type question in the Q&A box (**not** the chat box) at any time

This session is being recorded.

- Recording and slides will be shared with SSD Coordinators on December 4<sup>th</sup>

For detailed information about College Board accommodation types, see the recording of the Implementation Overview.

# General Information

ITEM	DEADLINE
College Board Accommodation Requests	February 2 <sup>nd</sup> , 2021
EL Time and One-Half (+50%) requests	February 12 <sup>th</sup> , 2021

Some processes are unique to the Connecticut SAT School Day:

- If you are asked to submit documentation to support a request, please upload this [form](#).
- If there is a special case in which a student requires accommodations beyond those that are provided by the College Board, contact Deirdre Ducharme at [Deirdre.Ducharme@ct.gov](mailto:Deirdre.Ducharme@ct.gov) for information about the [Special Documented Accommodations process](#).
- Students who elect to test without accommodations require a written statement signed by a parent/guardian or by the student, if over 18 years of age. These letters should be filed and maintained locally.

# New This Year

The screenshot shows the SSD Online dashboard for Jason Reynolds. The top navigation bar includes links for Dashboard, Helpful Links, Pre-recorded Audio (MP3 via streaming), Nonstandard Administration Report, and Test Calendar. A blue banner welcomes Jason. Below this, a dropdown menu shows 'All Schools' for 'Displaying Students for:'. The main section is titled 'Student Accommodations & Supports' with instructions to select an existing student or a 'New Request' button. A search bar and filters for Grade (8-12), Type (CB, EL, SAA), and Status (All) are present. A table displays 25 of 86 results, sorted by Default. The table has columns for Existing Students, Type, Description, and Status.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

## SSD Online System Refresh

- SSD Online has a modern, streamlined user experience.
  - User-friendly dashboard with improved filtering and access to student information.
  - Simplified accommodations request process.
  - Updates to accommodation names for greater clarity.
- The way you access it remains the same.
- A step-by-step training e-module is available will be available in SSD Online.
- Updates will launch the week of December 14<sup>th</sup>

# New This Year

## Some Accommodation Names Updated

You may see certain accommodations referred to in new ways (how they're administered won't change):

- a. 50% extended time is now "time and one-half (+50%)."
- b. 100% extended time is now "double time (+100%)."
- c. Braille graphs and figures is now "raised line drawings."
- d. Magnifiers and magnifying machines are now "non-electronic magnification devices" and "electronic magnification devices," respectively.
- e. MP3 audio is now "pre-recorded audio (MP3 via streaming)."
- f. Large-block answer sheet is now "large-print answer sheet."
- g. Written copy of oral instructions is now "printed copy of verbal instructions."

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# New This Year

## Accessing Printed Copy of Verbal Instructions

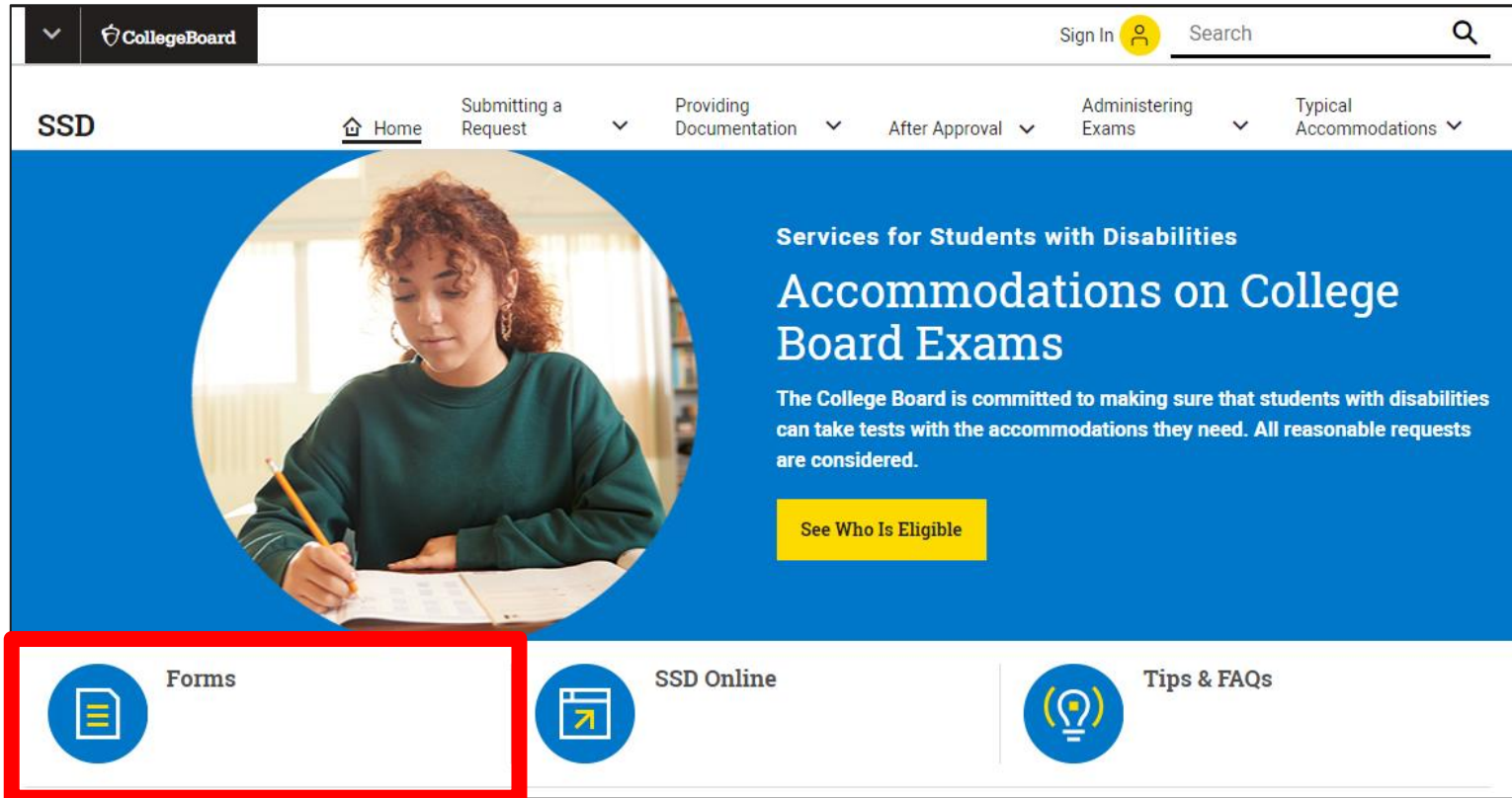
A downloadable copy of the test directions is now available in SSD Online.

- The SSD coordinator can print these out for students approved for a printed copy of verbal instructions, SSD code 041.
- *This is not the same as the translated test directions that are available as an EL support which does not require a request in SSD Online.*



# Accessing SSD Online

## New SSD Coordinators



The screenshot shows the CollegeBoard SSD Online website. The top navigation bar includes the CollegeBoard logo, a 'Sign In' button, and a search bar. Below this, a secondary navigation bar lists various steps: 'Home', 'Submitting a Request', 'Providing Documentation', 'After Approval', 'Administering Exams', and 'Typical Accommodations'. The main content area features a large blue banner with a circular image of a student writing. The text on the banner reads: 'Services for Students with Disabilities', 'Accommodations on College Board Exams', and 'The College Board is committed to making sure that students with disabilities can take tests with the accommodations they need. All reasonable requests are considered.' A yellow button labeled 'See Who Is Eligible' is positioned below the text. At the bottom, a white navigation bar contains three links: 'Forms' (highlighted with a red box), 'SSD Online', and 'Tips & FAQs'.

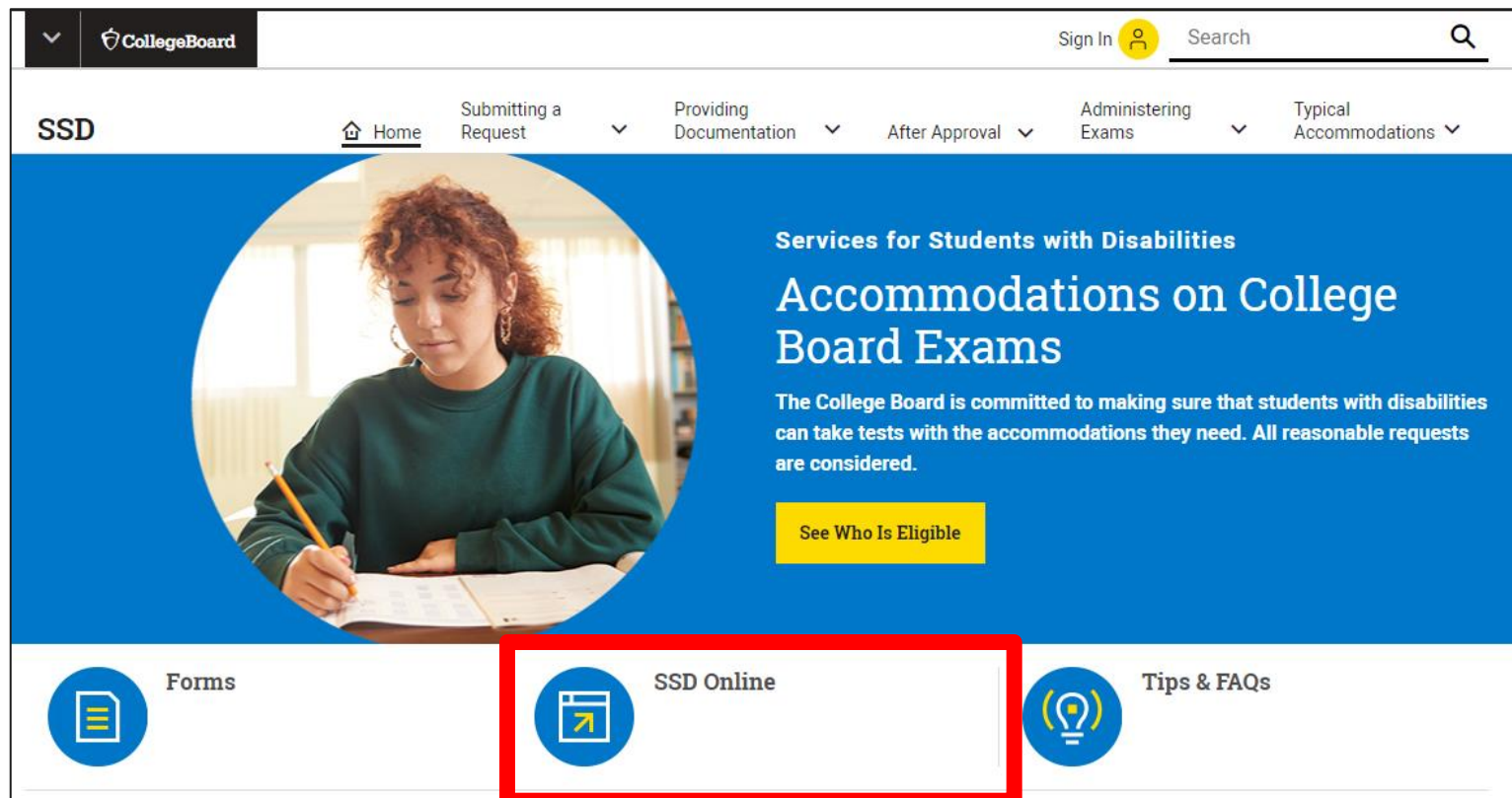
[collegeboard.org/ssd](https://collegeboard.org/ssd)



**Establish an  
Educator  
Professional  
Account**

# Accessing SSD Online

## Returning SSD Coordinators



The screenshot shows the CollegeBoard SSD Online interface. At the top, there is a navigation bar with the CollegeBoard logo, a 'Sign In' button with a user icon, and a search bar. Below this is a secondary navigation bar with the 'SSD' label and several menu items: 'Home', 'Submitting a Request', 'Providing Documentation', 'After Approval', 'Administering Exams', and 'Typical Accommodations'. The main content area has a blue background. On the left is a circular image of a student writing. To the right of the image, the text reads 'Services for Students with Disabilities' followed by 'Accommodations on College Board Exams'. Below this, a paragraph states: 'The College Board is committed to making sure that students with disabilities can take tests with the accommodations they need. All reasonable requests are considered.' A yellow button labeled 'See Who Is Eligible' is positioned below the text. At the bottom of the page, there is a white bar with three icons: 'Forms' (document icon), 'SSD Online' (calendar icon with an arrow, which is highlighted with a red rectangle), and 'Tips & FAQs' (lightbulb icon).

[collegeboard.org/ssdonline](https://collegeboard.org/ssdonline)



**Confirm Access  
to SSD Online**



# Navigating the Dashboard

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...Grade89101112TypeCBSAASAAStatusAll

Showing 25 of 86 resultsSort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Reading: Time and one-half (+50%) Listening: Time and one-half (+50%) Breaks: Extra	In Review Approved Not Approved

Displaying 3 of 3

- Submit Requests
- Monitor Requests
- Print Reports

# Navigating the Dashboard



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Displaying 3 of 3

- Search for a Student by Name
- Filter by Grade
- Filter by Status
- View Student Profile

# Navigating the Dashboard

CollegeBoard

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Displaying 3 of 3

Use the Navigation Bar to access other key information or to return to the Dashboard

A Single Integrated Dashboard

# Monitoring the Dashboard – Preparing Requests

-  **Is the student listed in SSD Online?**
-  **Is the student information correct?**
-  **Does the approved accommodation match the student's current plan?**

# Submit New Request

## Select New Accommodation/Support Type ×

### College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.



### English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.



### State Allowed Accommodations (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.



# Search for Student



Search for a student using first and last name



Select the student or student not listed

## New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \*

First Name  
John

Last Name  
A

SCHOOL \*

Herbert Hoover High School

Clear

Search

Showing 14 results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	Caroyln		Parra	04-02-2000	#XXXXXX
<input type="radio"/>	Damion	C	Daniels	01-01-2001	#XXXXXX
<input type="radio"/>	Efren	T	Fischer	07-09-2002	#XXXXXX
<input type="radio"/>	Jessica		Townsend	12-15-2000	
<input type="radio"/>	Larissa	A	Coleman	01-07-2000	#XXXXXX
<input type="radio"/>	Angelina	J	McSmith	08-04-2002	
<input type="radio"/>	Sherman	E	Hanson	02-29-2001	#XXXXXX
<input type="radio"/>	Sihvl		Rangel	08-23-2001	

Student Not Listed

Continue





# Add Student

## Student Contact Information

Is the student residing inside or outside the greater U.S.? \*

Residing in U.S.

Residing Outside U.S.

Address line 1 \*

Address line 2 (optional)

City \*

State or Province \*



Zip Code \*

Phone number \*

 +1 (866) 630-9305

Email \*

Cancel

Submit



Enter Student Information



Enter Contact Information

# Required Information

- **Obtained Consent**

You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

Download [Parental Consent Form](#) →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*



[Back](#)

[Start New Accommodation Request](#)



**Disability  
Information**



**Plan Information**







**Connecticut  
Documentation  
Form**



**Parent Consent**

---

# Start the Request

-  **Provide Disability**
-  **Identify Accommodations**
-  **Provide Plan Information**
-  **Review and Submit the Request**

# Identify the Disability

Dashboard / Tom Jones

1

Disabilities

2

Accommodations

3

School Plan

4

Review & Submit

## New Student Accommodation Request

### Communication Disorder/Speech and Language

☐ Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder

☐ Language Disorder/Mixed Receptive-Expressive Language Disorder

☐ Phonological Disorder

☒ Other Communication/Speech and Language Disorder

Please specify... \*

# Select the

Ac Dashboard / Tom Jones

- ✓ Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

## New Student Accommodation Request

### Accommodations

Extended Time	No extra time (+0%)	Time and one-half (+50%)	Double time (+100%)	More than Double time (greater than +100%)
Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Mathematical Calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="150"/>
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>

Cancel

Save Accomodation(s)

- ✓ Extended Time
- ✓ Extra/Extended Breaks
- ✓ Reading/ Seeing Text
- ✓ Recording Answers
- ✓ Modified Setting
- ✓ Other

# Enter School Plan Information



**Answer Questions about the Student's Plan**



**Indicate if the Requested Accommodations are in the Plan and Used on Classroom Tests**



**Provide Information about the Process for Determining the Student's Need**

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? \*

☐ Yes ☐ No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. \*

- ☐ School Psychologist
- ☐ School learning specialist
- ☐ Teacher(s)
- ☐ School Administrator (e.g., Principal)
- ☐ Parent(s)/Guardian(s)
- ☐ Student
- ☒ Other professional

Please specify \*

☐ I don't know

What information was used to assess your student's current need for accommodation(s)?

- ☐ Documentation/evaluation from professionals (e.g, Psycho-educational evaluation, medical evaluation)
- ☐ Teacher observations
- ☐ Parent(s) observations/student's comments
- ☐ Student's previous and current academic functioning
- ☐ Student history of receiving accommodations or academic difficulties
- ☐ School data (e.g., scores on state testing)
- ☐ Parent/student request
- ☒ Other

Please specify \*



# Review and Submit



**Verify the Information  
Entered is Accurate**



**Identify the Student's Next  
Intended College Board Test**



**Upload CT SAT  
Documentation Form (if  
asked for Documentation)  
and Submit**

## Next Intended College Board Test \*

Test \*



Month \*



Year \*



## Supporting Documents \*

In order for College Board to review the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.

Each individual file must be less than ## MB.

Back

Submit

# Terms and Agreement

## Terms & Agreement ×

### 1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.

### 2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation", which should be administered in your school, if the student registers for the weekend SAT or SAT Subject Tests. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflects your school's availability, and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.



Cancel

Agree & Continue

# Receiving Approval



**View the Approval on the Student Dashboard**



**View the Approval and Decision Letter in the Student Profile**

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# Updating Student Information



**Update Graduation Date in the Student Profile on the Dashboard**



**For Instructions on Updating a Student's Name Call College Board at 844-255-7728**

# Requesting a Change

Student Profile

Jones, Tom

11th Grade

BROAD RUN HIGH SCHOOL

SSD ID 2011149912

No Upcoming Events

New Accommodation Request

Student Name & Contact Information

Email Address

Phone Number

Address

123 Main St

Anticipated Graduation Date

05/2022

Gender

Male

Upcoming Registered Exams

No upcoming registered exams



Add an  
Accommodation



Resubmit a  
Request  
(choose option  
under “Actions”  
in student  
profile)

# Remove an Accommodation



**Go to the Student Profile**



**Complete the Remove Student Accommodation Form on the Profile Page**

## Remove Student Accommodations

Use this form to request the removal of a student's accommodations. Make sure to include your SSD Online username, your College Board school code (AI code), the SSD Number of the student for whom you are requesting accommodations be removed, and the specific accommodations to be removed.

**Your SSD Online username \***

This is the username you use to login to SSD Online

**School Code \***

This is your school's 6-digit code (also called AI code)

**Student 10-digit SSD Number \***

**Select which accommodations to remove \***

Select "Remove ALL accommodations," if all the accommodations for a student should be removed. If you are requesting the removal of only some of the student's accommodations select "Remove SOME accommodations."

**Parental Consent \***

Parent/guardian consent is needed to remove some accommodations. Is a parent/guardian (or student, if age 18 or over) consent on file?

☐ Yes ☐ No

**Comments**

What is the reason that the accommodation(s) is being removed?

☐ Send me a copy of my responses

**Submit**

[Privacy Notice](#) | [Report Abuse](#)



# Transfer Students



## Complete the Transfer/Move form to have College Board add or remove a student from you Dashboard

- To add a student, access the form from the SSD Online dashboard
- To remove a student, access the form from that student's profile

### Transfer/Move Student

You can use this form to notify us that (1) a student no longer attends your school, or (2) to transfer to your school's SSD Online Dashboard a new student who previously applied for accommodations at another school.

**SSD Online Username \***

Your SSD Online username

**Student 10-digit SSD Number \***

! This field is required

**Action \***

**Comments**

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

# Coming Soon

 Submitting Requests for EL Time and One-Half – Available Week of January 11<sup>th</sup>, 2021

 Save and Return During the Request Process

 Exporting Lists of Students from the Dashboard

×

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

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→

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→

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→

[Return to Dashboard](#)

SSD Online

DashboardHelpful LinksPre-recorded (MP3) videoNonstandard Test Calendar

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New Request

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Grade89101112TypeCBELSAAStatusAll

Showing 25 of 86 results

Sort byDefault

# Questions?

## Type questions in the Q&A box.

**Michelle Rosado**

Connecticut SAT School Day  
Program Manager  
[michelle.rosado@ct.gov](mailto:michelle.rosado@ct.gov)

**Deirdre Ducharme**

Consultant for Student Assessment  
and Special Populations  
[deirdre.ducharme@ct.gov](mailto:deirdre.ducharme@ct.gov)

**College Board**

SAT School Day Customer Support  
855-373-6387

[SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org)